

COUNTY OF LEELANAU
JOB DESCRIPTION

COUNTY ADMINISTRATOR

Supervised by: Board of Commissioners
Supervises: Non-Elected Department Heads; i.e., Building Safety, Equalization, Emergency Management/9-1-1 Dispatch, Finance, Human Resources, Information Technology, Maintenance, Planning & Community Development, and Senior Services; Executive Assistant; Temporary Office Assistants

FLSA: Exempt

General Summary

Directs and coordinates administration of county government in accordance with policies determined by county commissioners.

Duties and Responsibilities

Serves as the **Chief Administrative Officer**. Duties to include, but are not limited to:

- Prepares and coordinates the proposed annual operating budget jointly with the County Clerk's Office, Accounting Department and County Treasurer, then presents it to the Board of Commissioners.
- Monitors department expenditures and County revenue reports generated by the County Clerk's Office, Accounting Department and County Treasurer.
- Responsible for providing for a sound budget process and implementing the board-approved outcomes.

Serves as **Chief Personnel Officer**. Duties to include:

- Implements the directives and policies of the Board.
- Performs various research and development activities for the betterment of government operations.
- Has authority for appointment or removal of non-elected department heads.
- Assists the Board by recommending and preparing personnel policies for review.
- Oversees the County's compensation and classification process.
- Maintains the master personnel files for non-elected department heads and their staff.

- Provides technical assistance and support in personnel management and employee relations.
- Assists department heads with maintaining a professional personnel policy of hiring, training, and discipline.
- Assists and consults with elected officials as to their personnel needs.
- Evaluates and compares existing employee benefits with those of other employers.
- Analyzes results of comparisons, including surveys and develops recommendations for review by the Board.

Serves as a **member of the labor negotiation team** in union negotiations, mediation, grievance proceedings and contract implementation.

Serves as the **purchasing agent**. Duties to include:

- Directs and develops specifications for the bidding process and procedures.
- Makes arrangements for the sale of surplus property, equipment, and vehicles.
- Assists departments with grant acquisitions.

Serves as **property manager** for all County-owned facilities and lands. Duties to include:

- Coordination through the County Planning and Community Development Department to ensure that necessary planning and zoning regulations are met.

Professional Development expectations to include:

- Attends functions on behalf of the Board and conferences related to job function and County labor issues.
- Prepares reports, conducts staff meetings, prepares meeting notices, agendas, and distributes same to Board and County Clerk in a timely fashion and in conformance to applicable statutes and ordinances.
- Provides timely reports and updates to the Board of Commissioners.

Supervisory Responsibilities

Communicates Board goals and objectives to and coordinates work activities of nine supervisors with approximately twenty-five (25) employees. Carries out supervisory responsibilities in accordance with each organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees, planning, assigning and directing work, reviewing appraisal performances, recognizing and disciplining employees for their actions, addressing complaints and resolving problems.

Education and/or Experience

Master's Degree (M.A.) or equivalent preferred, and a minimum of five (5) years related experience and/or training, or equivalent combination of education and experience.